Security Cooperation Information Portal (SCIP)

Ad Hoc Query Instructions

To Produce

Quarterly Requisition Reports (QRR)

Important Notice – Requisition Data

- Biggest **difference** between CISIL and SCIP requisition data is:
  - **CISIL** Reports provides information for **all requisitions**
  - **SCIP** provides information only for **ACTIVE requisitions**
    - Active requisitions are those open for supply or service, or those that are service/supply complete and billed within the last 90 days
- All requisitions on a case will soon be available via the SCIP “Requisition Extract” overnight query

Advantages of SCIP Ad Hoc Report

- Timely
  - No production / mail / distribution delays
  - Data is current – daily downloads
- Easy to use
  - Just change report timeframes once query is established and saved
- Flexible
  - Country-unique data requirements and qualifiers
  - Data saved to EXCEL
    - Easy to sort, count/total, search, select and tailor data
    - Easy to distribute to required users
- Efficient

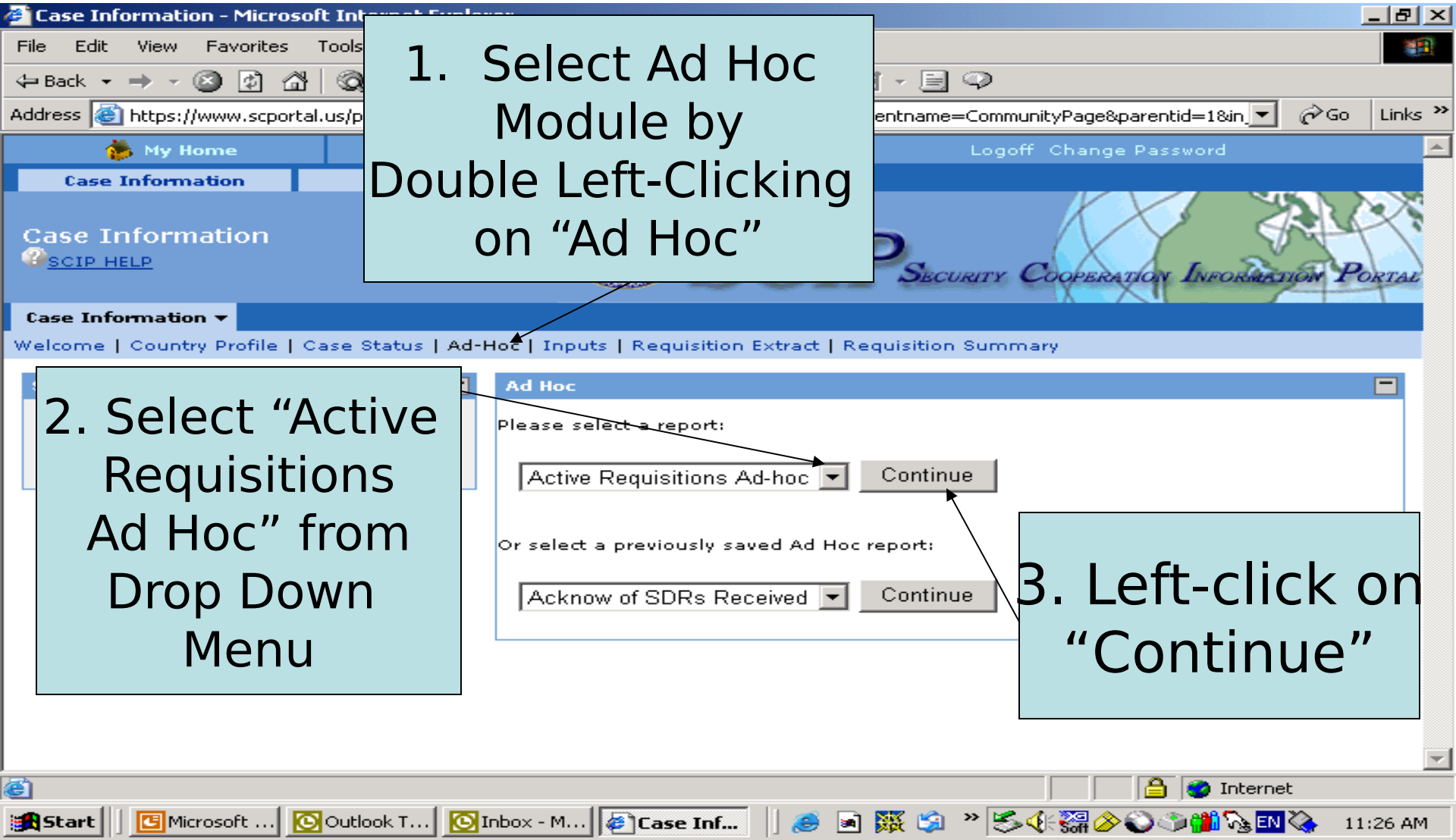
CISIL Report versus SCIP Data Element Names

CISIL	SCIP
	Customer Service Type ID
	Implementing Agency Code
Case	Case Designator Code
Document Number	Requisition Document Number Plus Requisition Document Number Suffix
National Stock Number	NSN/Part/Reference Number
Item Name	Not Available
UI	Unit of Issue
Quant	Quantity
Line	Line Item
Prj Cde	Project Code

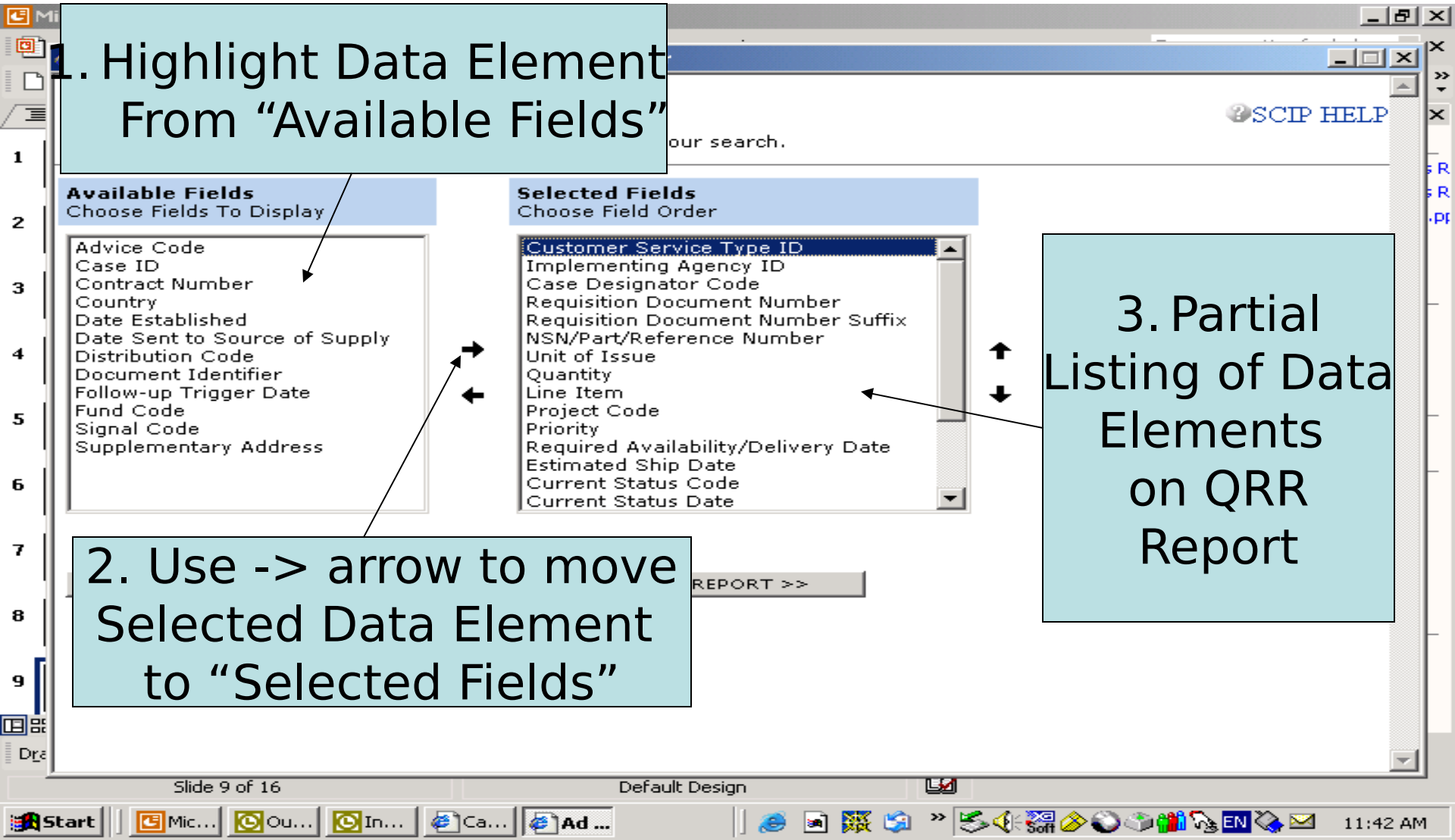
CISIL versus SCIP Data Element Names (continued)

CISIL	SCIP
Pr	Priority
ESD/RAD	Required Availability Date/ Delivery Date OR Estimated Ship Date
ST CD	Current Status Code
Date Stat	Current Status Date OR Date of Shipment
RIC	Routing Identifier
MD	Mode of Shipment
Ship Ser Nr	Transportation Control Number
Unit Pr	Unit Price
Extended Pr	Extended Price

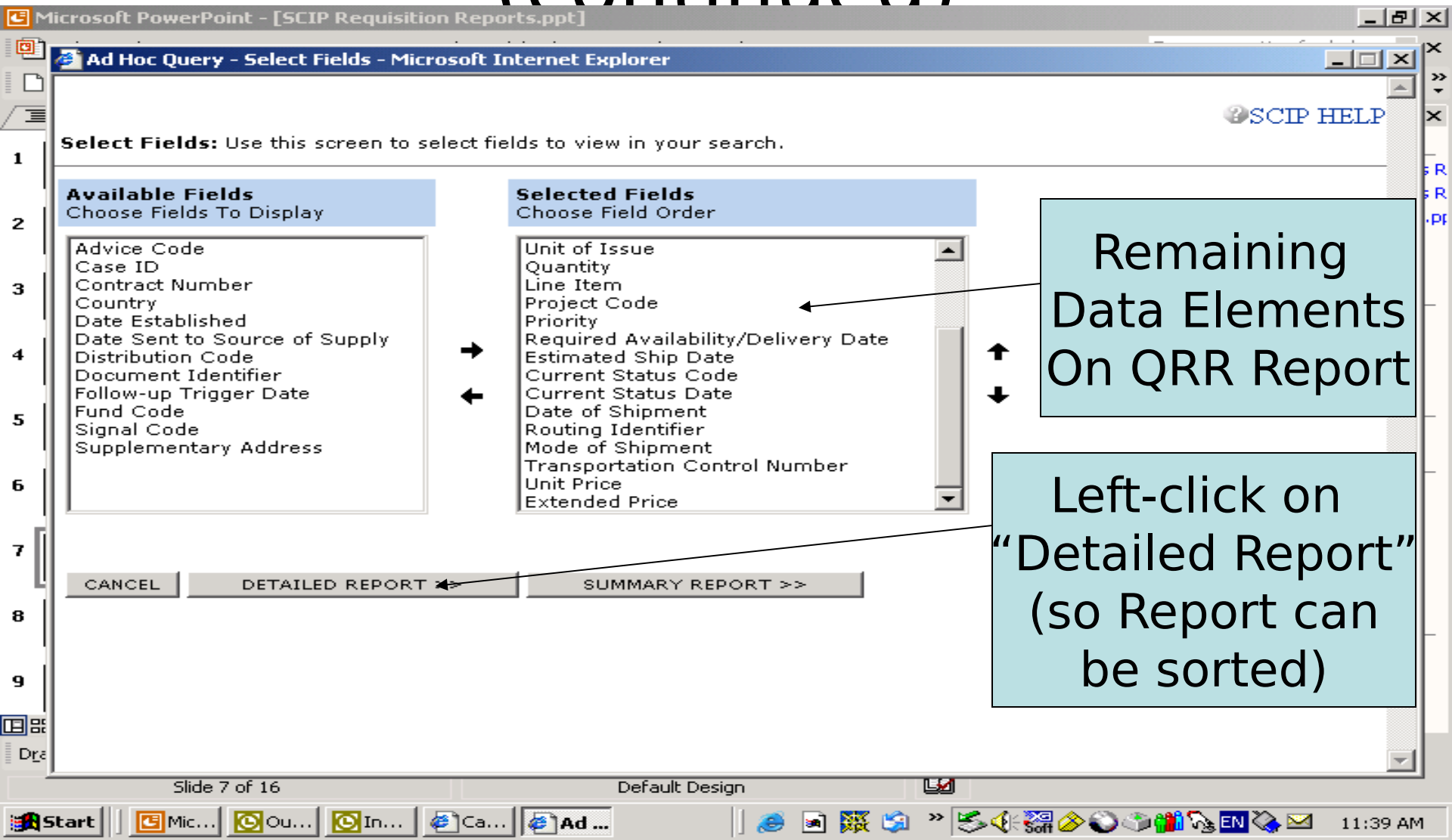
SCIP Requisition Report



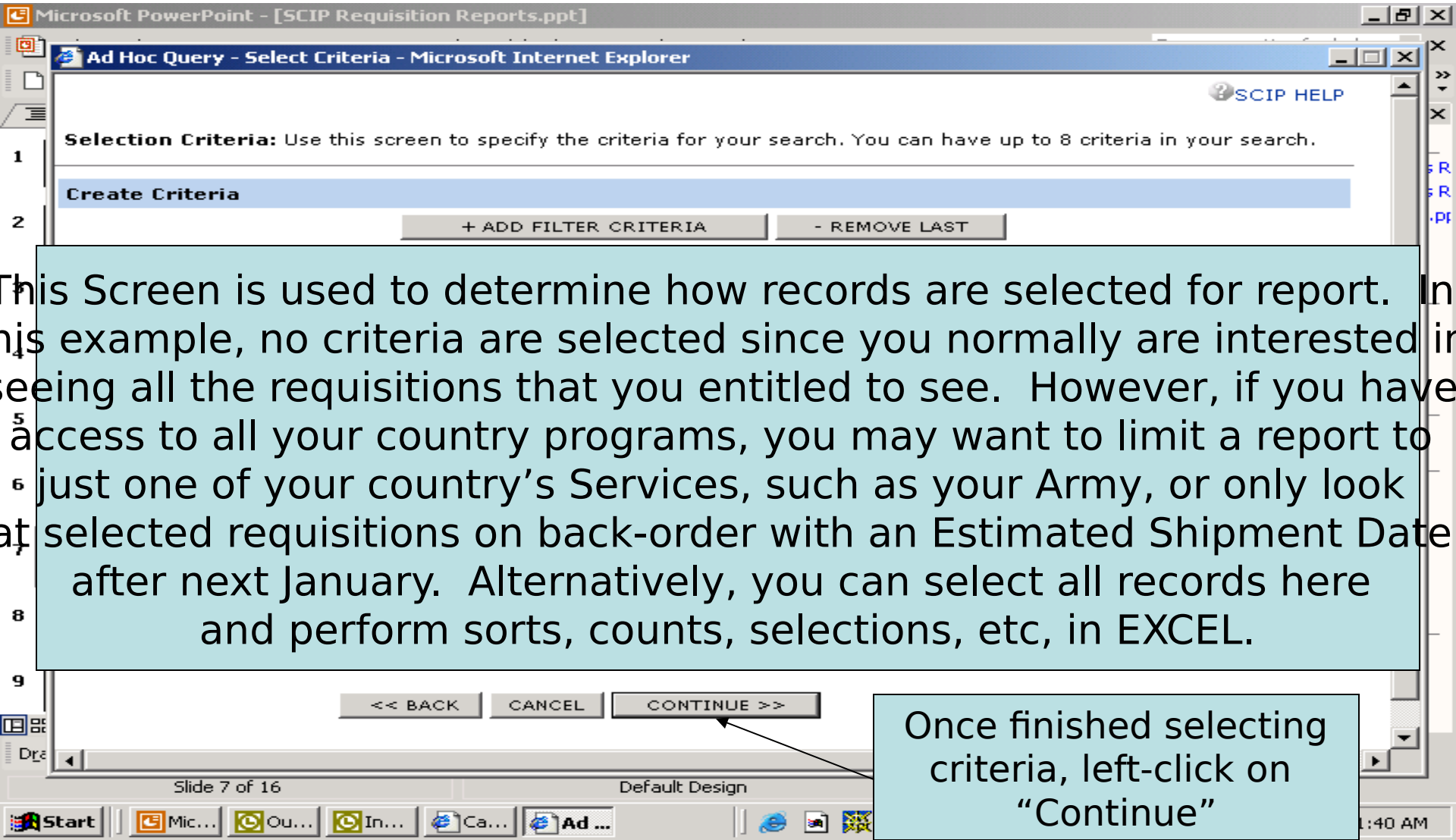
Select Data Elements for Report



Select Data Elements for Report (continued)



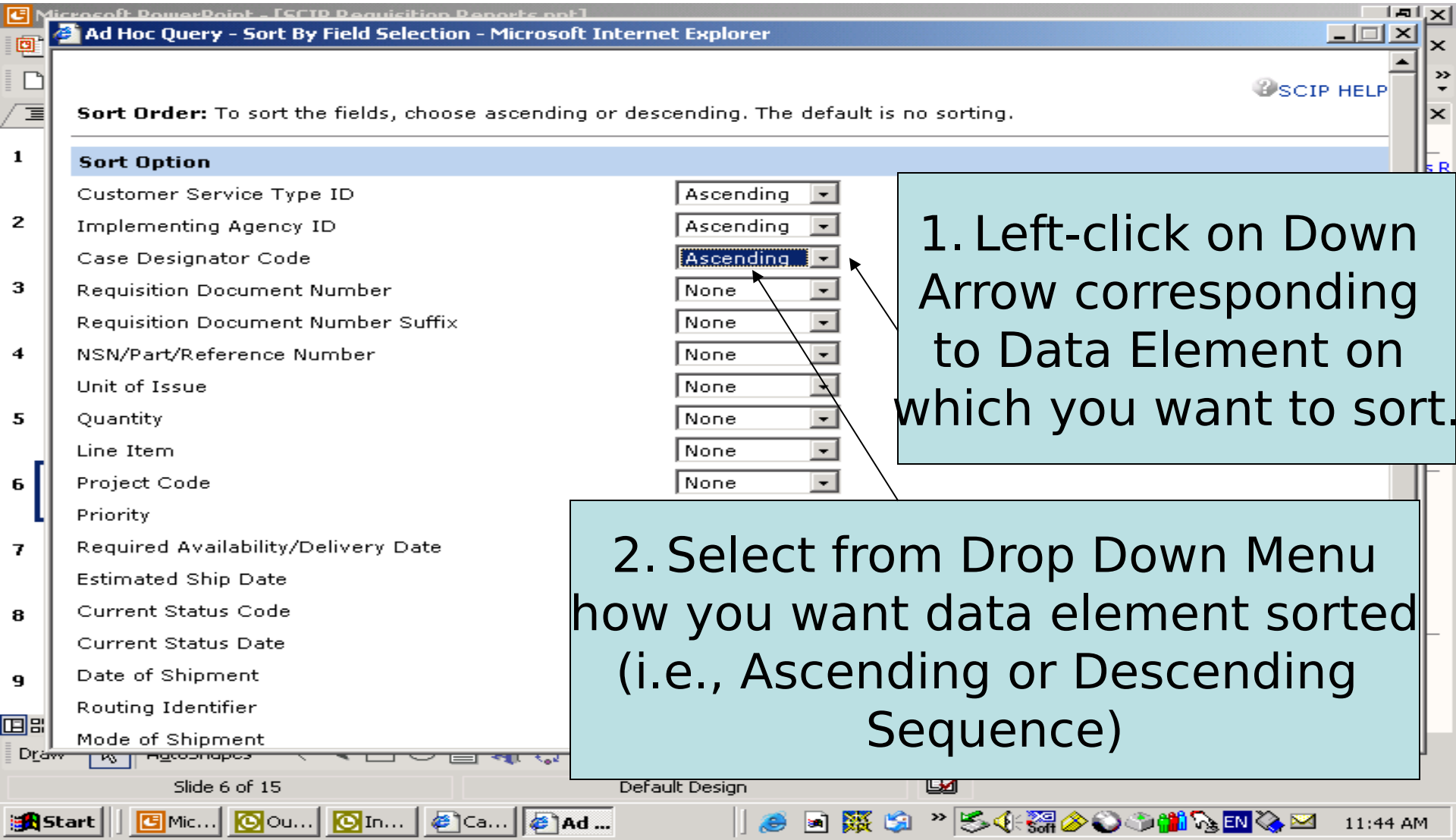
Record Selection Criteria


Microsoft PowerPoint - [SCIP Requisition Reports.ppt]
Ad Hoc Query - Select Criteria - Microsoft Internet Explorer
SCIP HELP
Selection Criteria: Use this screen to specify the criteria for your search. You can have up to 8 criteria in your search.
Create Criteria
+ ADD FILTER CRITERIA
- REMOVE LAST
<< BACK
CANCEL
CONTINUE >>
Slide 7 of 16
Default Design
Start

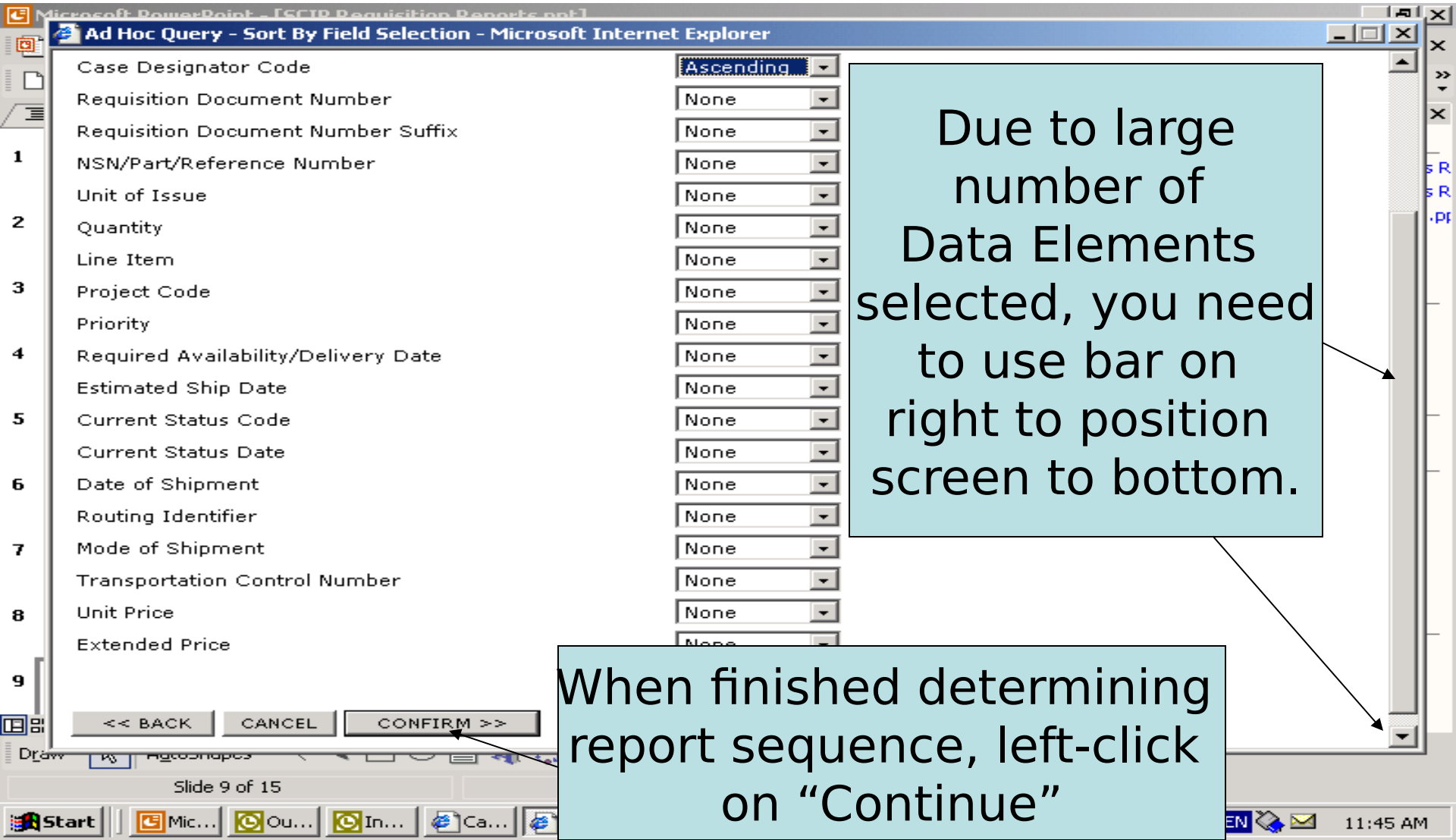
This Screen is used to determine how records are selected for report. In this example, no criteria are selected since you normally are interested in seeing all the requisitions that you entitled to see. However, if you have access to all your country programs, you may want to limit a report to just one of your country's Services, such as your Army, or only look at selected requisitions on back-order with an Estimated Shipment Date after next January. Alternatively, you can select all records here and perform sorts, counts, selections, etc, in EXCEL.

Once finished selecting criteria, left-click on "Continue"

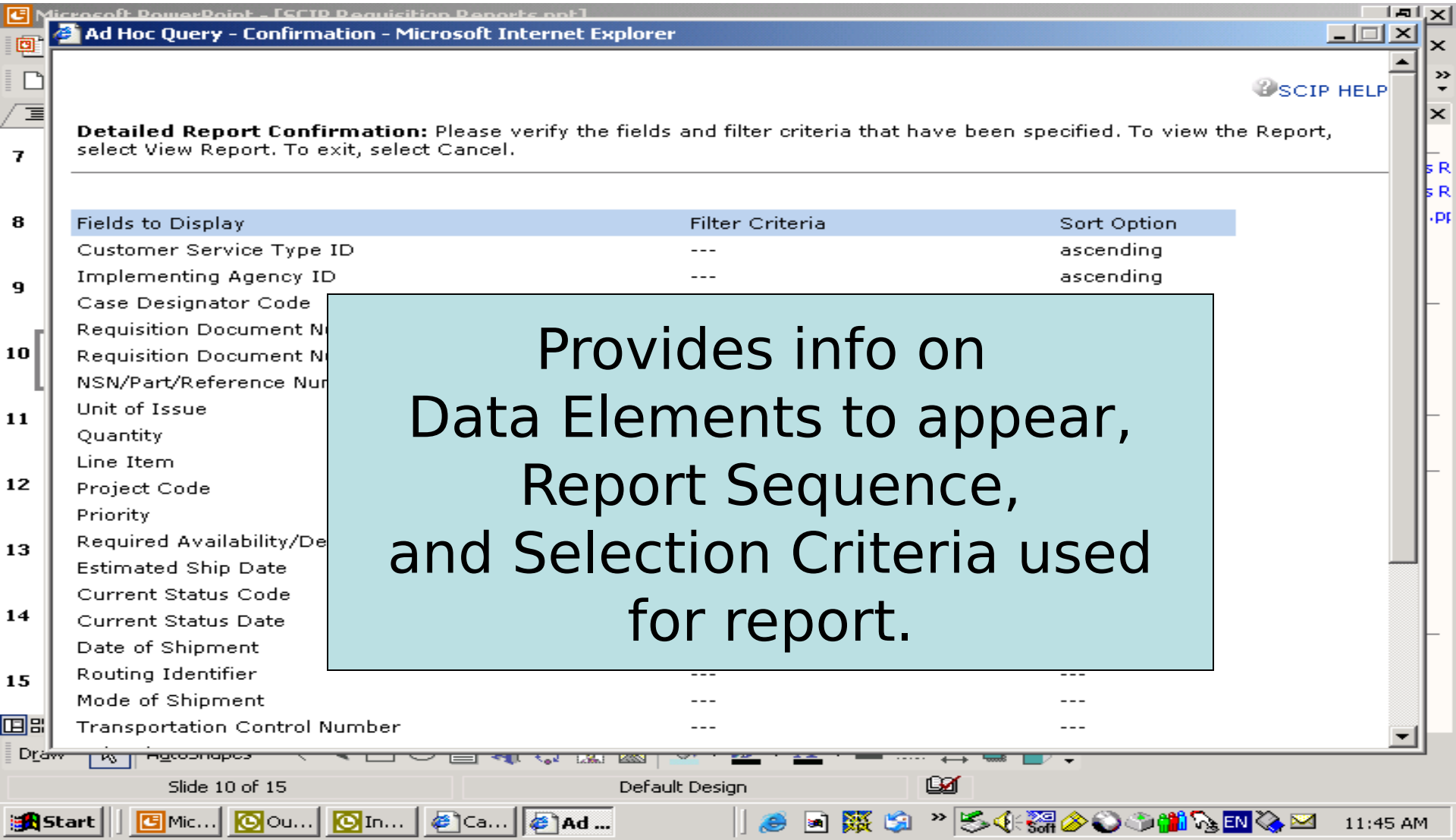
Determine Sequence of Report


Ad Hoc Query - Sort By Field Selection - Microsoft Internet Explorer
SCIP HELP
Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.
Sort Option
Customer Service Type ID
Implementing Agency ID
Case Designator Code
Requisition Document Number
Requisition Document Number Suffix
NSN/Part/Reference Number
Unit of Issue
Quantity
Line Item
Project Code
Priority
Required Availability/Delivery Date
Estimated Ship Date
Current Status Code
Current Status Date
Date of Shipment
Routing Identifier
Mode of Shipment
Ascending
None
1. Left-click on Down Arrow corresponding to Data Element on which you want to sort.
2. Select from Drop Down Menu how you want data element sorted (i.e., Ascending or Descending Sequence)
Slide 6 of 15
Default Design
Start
11:44 AM

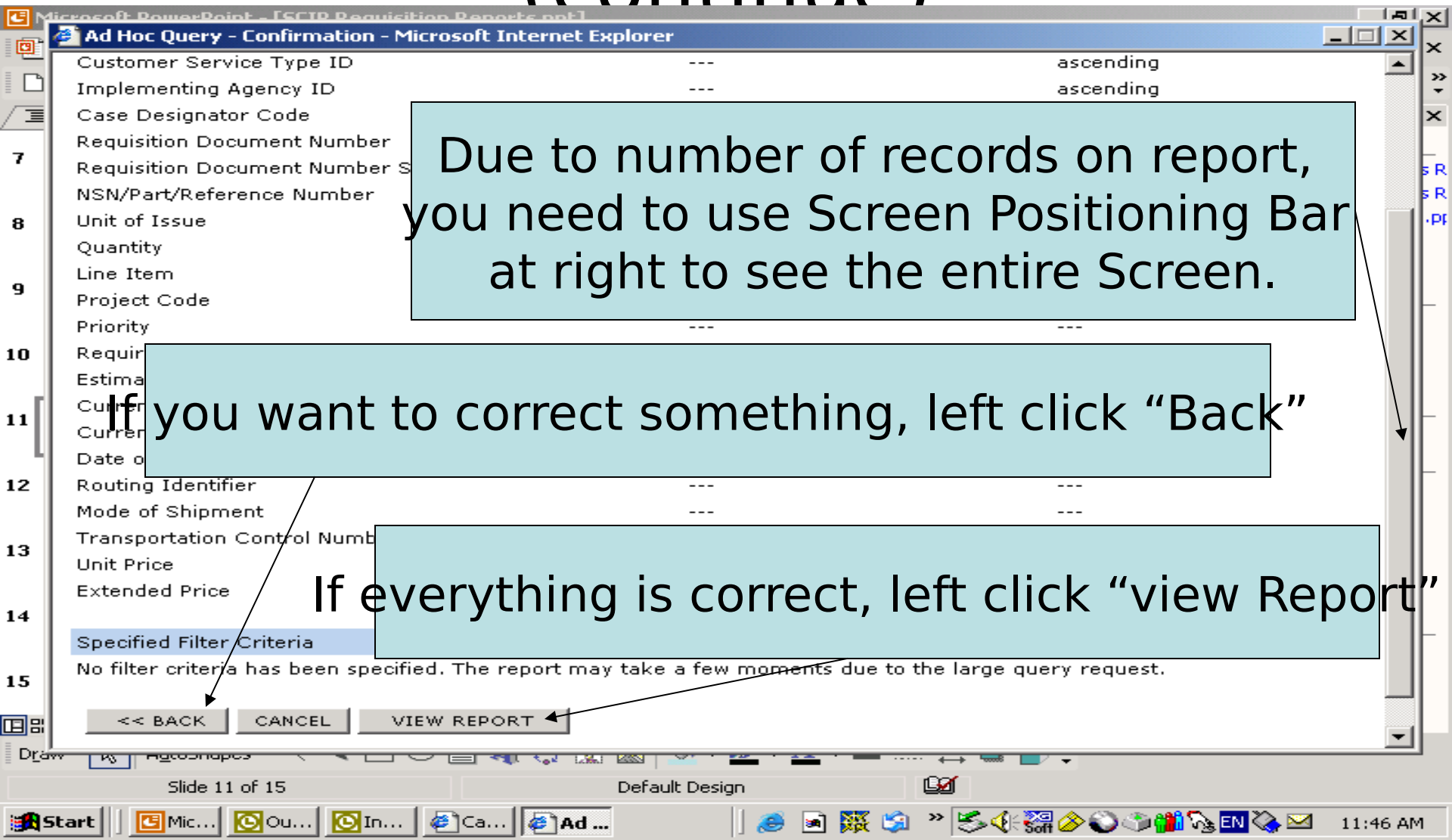
Determine Sequence of Report (continued)



Confirmation of Report's Design



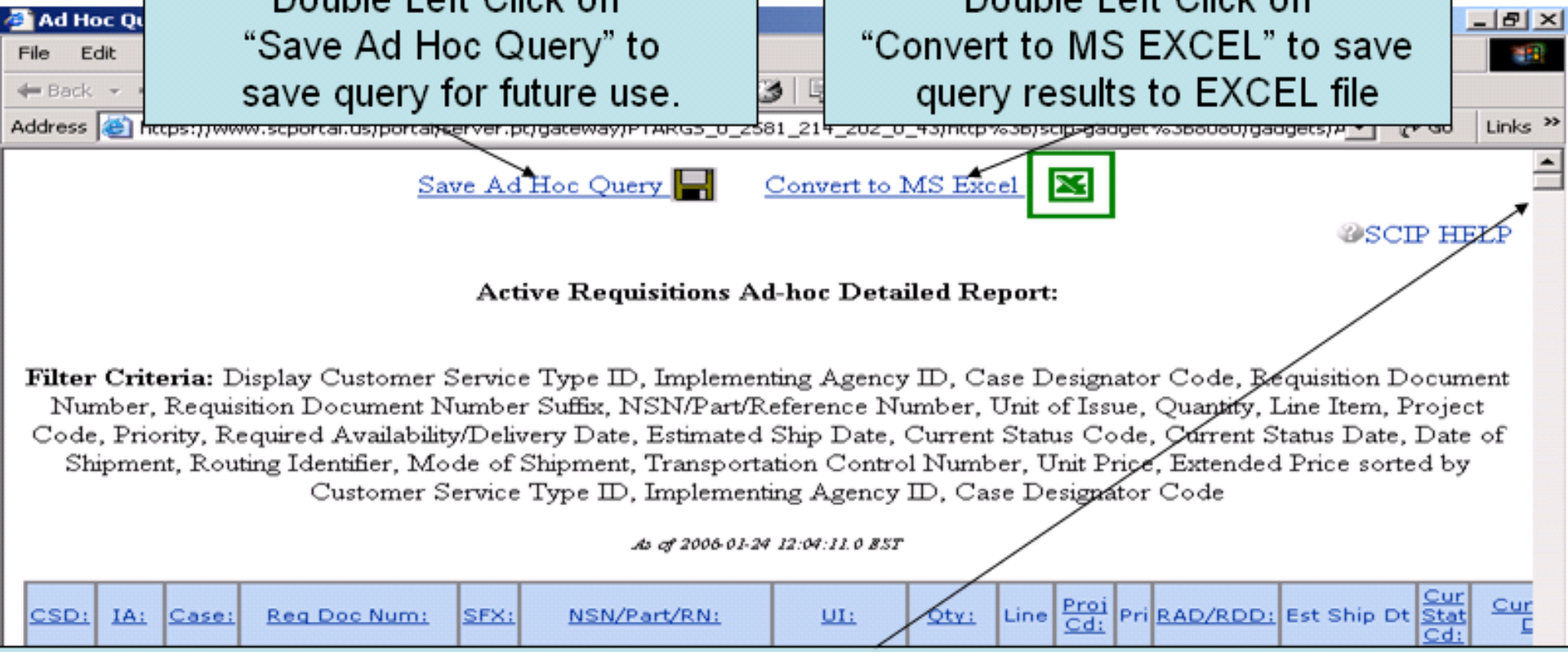
Confirmation of Report's Design (continue)


Ad Hoc Query - Confirmation - Microsoft Internet Explorer
Customer Service Type ID --- ascending
Implementing Agency ID --- ascending
Case Designator Code
Requisition Document Number
Requisition Document Number S
NSN/Part/Reference Number
Unit of Issue
Quantity
Line Item
Project Code
Priority --- ---
Routing Identifier --- ---
Mode of Shipment --- ---
Transportation Control Numb
Unit Price
Extended Price
Specified Filter Criteria
No filter criteria has been specified. The report may take a few moments due to the large query request.
<< BACK
CANCEL
VIEW REPORT
Due to number of records on report, you need to use Screen Positioning Bar at right to see the entire Screen.
If you want to correct something, left click "Back"
If everything is correct, left click "view Report"
Slide 11 of 15
Default Design
Start
11:46 AM

Report Screen

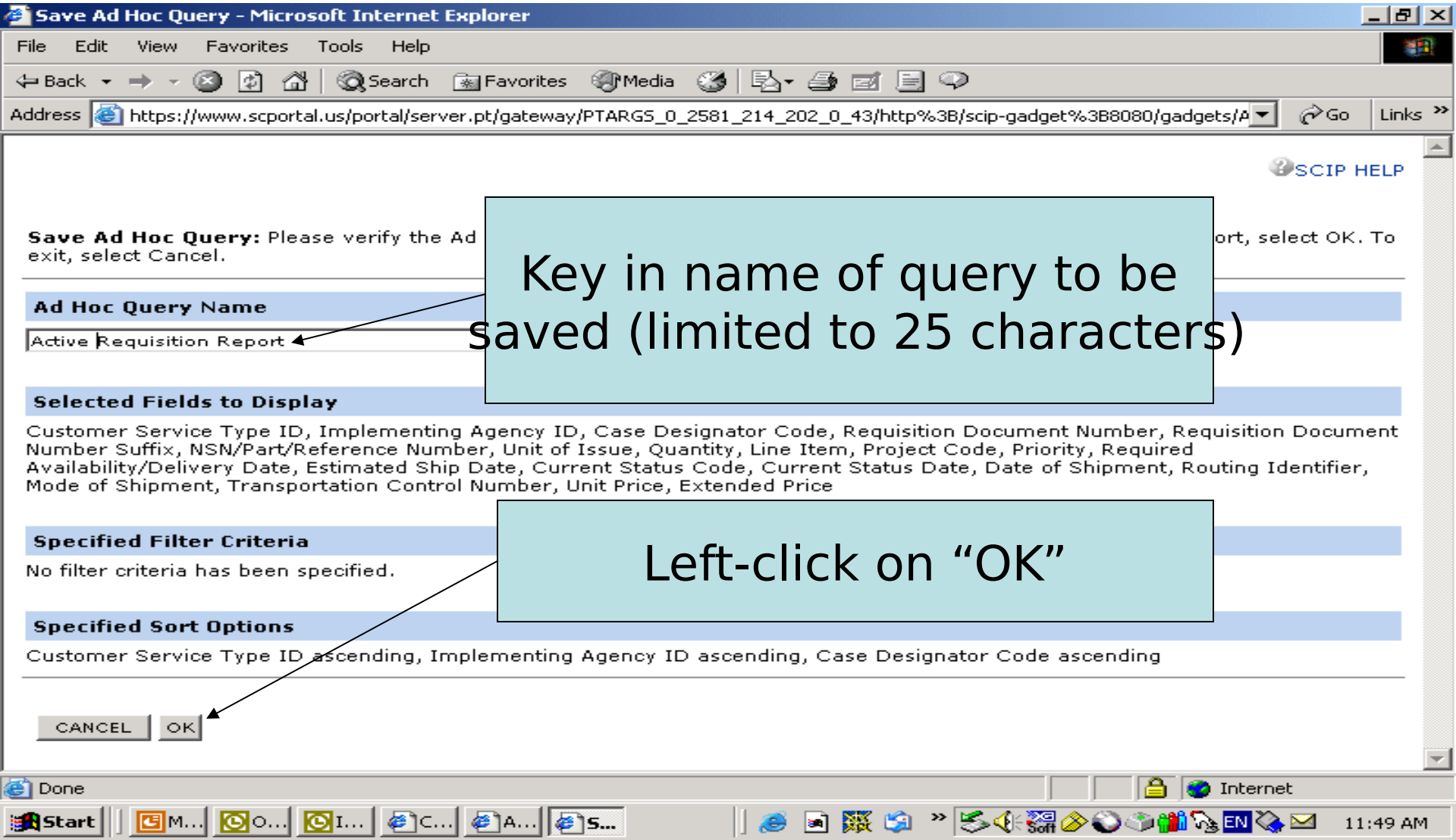
Double Left Click on "Save Ad Hoc Query" to save query for future use.

Double Left Click on "Convert to MS EXCEL" to save query results to EXCEL file

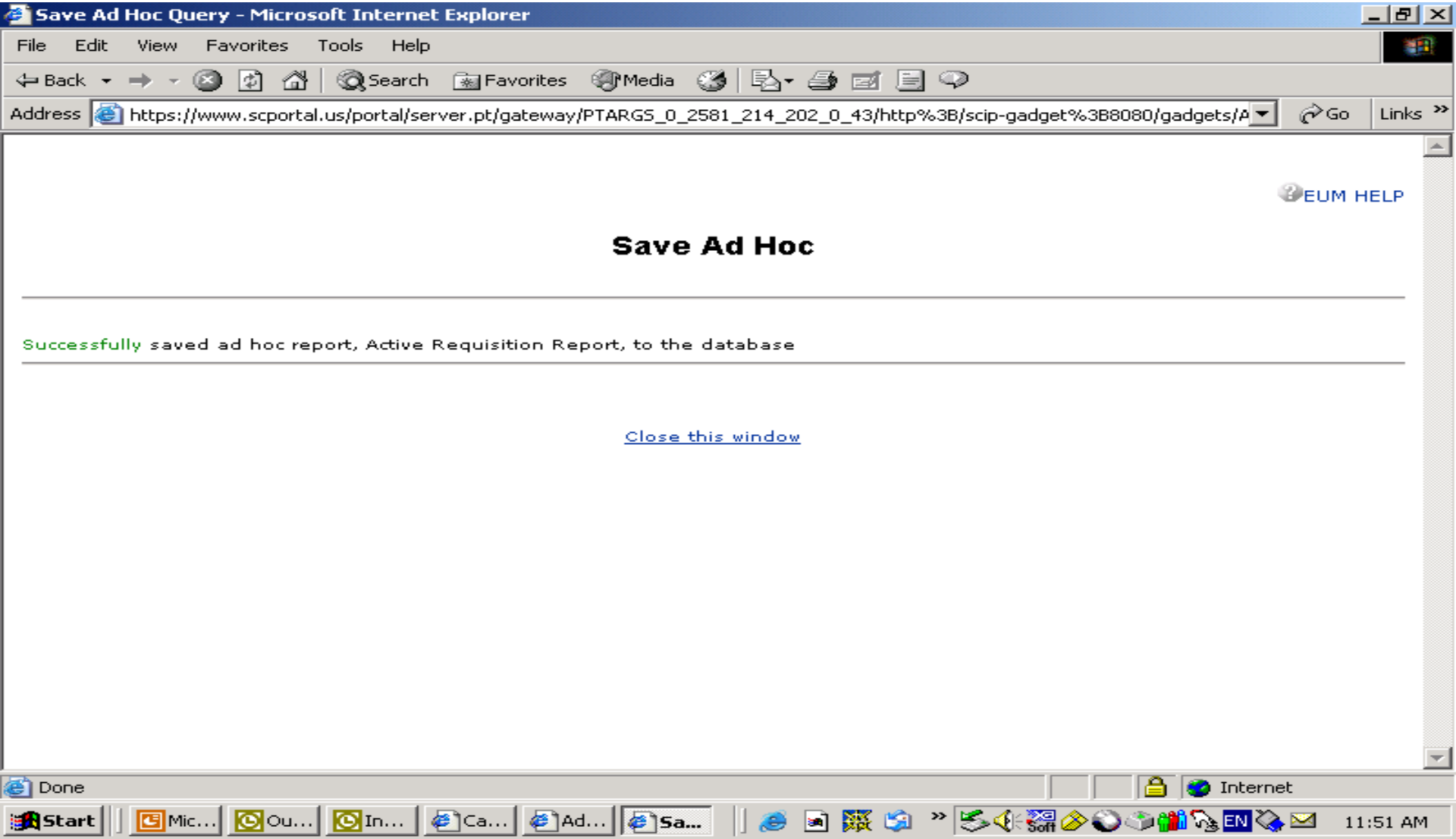

Ad Hoc Qu
File Edit
Back
Address
Links
Save Ad Hoc Query
Convert to MS Excel
SCIP HELP
Active Requisitions Ad-hoc Detailed Report:
Filter Criteria: Display Customer Service Type ID, Implementing Agency ID, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, NSN/Part/Reference Number, Unit of Issue, Quantity, Line Item, Project Code, Priority, Required Availability/Delivery Date, Estimated Ship Date, Current Status Code, Current Status Date, Date of Shipment, Routing Identifier, Mode of Shipment, Transportation Control Number, Unit Price, Extended Price sorted by Customer Service Type ID, Implementing Agency ID, Case Designator Code
As of 2006-01-24 12:04:11.0 EST
CSD: IA: Case: Req Doc Num: SFX: NSN/Part/RN: UI: Qty: Line Proj Cd: Pri RAD/RDD: Est Ship Dt Cur Stat Cd: Cur

Data appears in this space, accessed with Screen Positioning Bar at right.

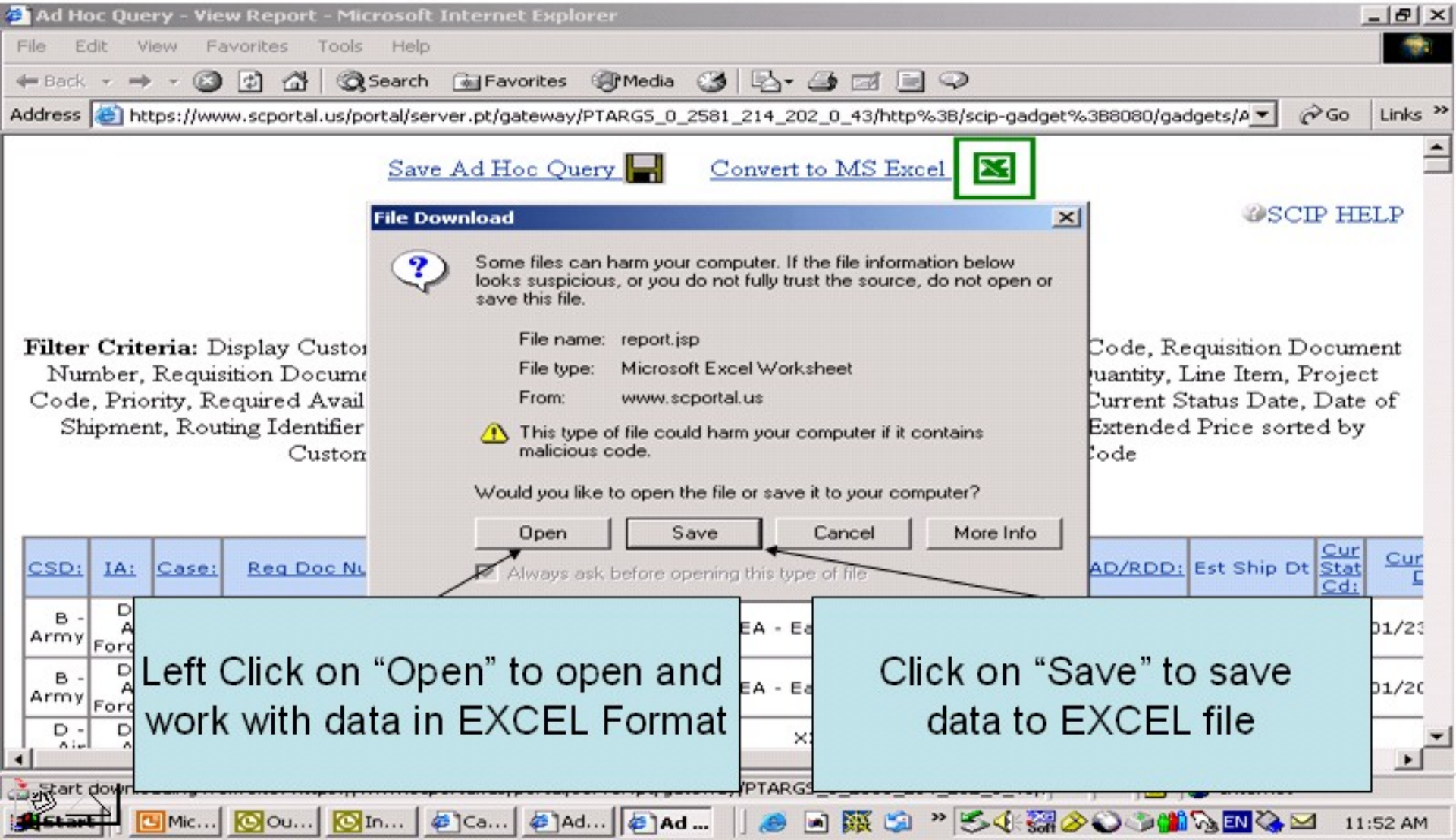
Saving Ad Hoc Query


Save Ad Hoc Query - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
SCIP HELP
Save Ad Hoc Query: Please verify the Ad
ort, select OK. To exit, select Cancel.
Ad Hoc Query Name
Active Requisition Report
Key in name of query to be saved (limited to 25 characters)
Selected Fields to Display
Customer Service Type ID, Implementing Agency ID, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, NSN/Part/Reference Number, Unit of Issue, Quantity, Line Item, Project Code, Priority, Required Availability/Delivery Date, Estimated Ship Date, Current Status Code, Current Status Date, Date of Shipment, Routing Identifier, Mode of Shipment, Transportation Control Number, Unit Price, Extended Price
Specified Filter Criteria
No filter criteria has been specified.
Left-click on “OK”
Specified Sort Options
Customer Service Type ID ascending, Implementing Agency ID ascending, Case Designator Code ascending
CANCEL
OK
Done
Internet
Start
11:49 AM

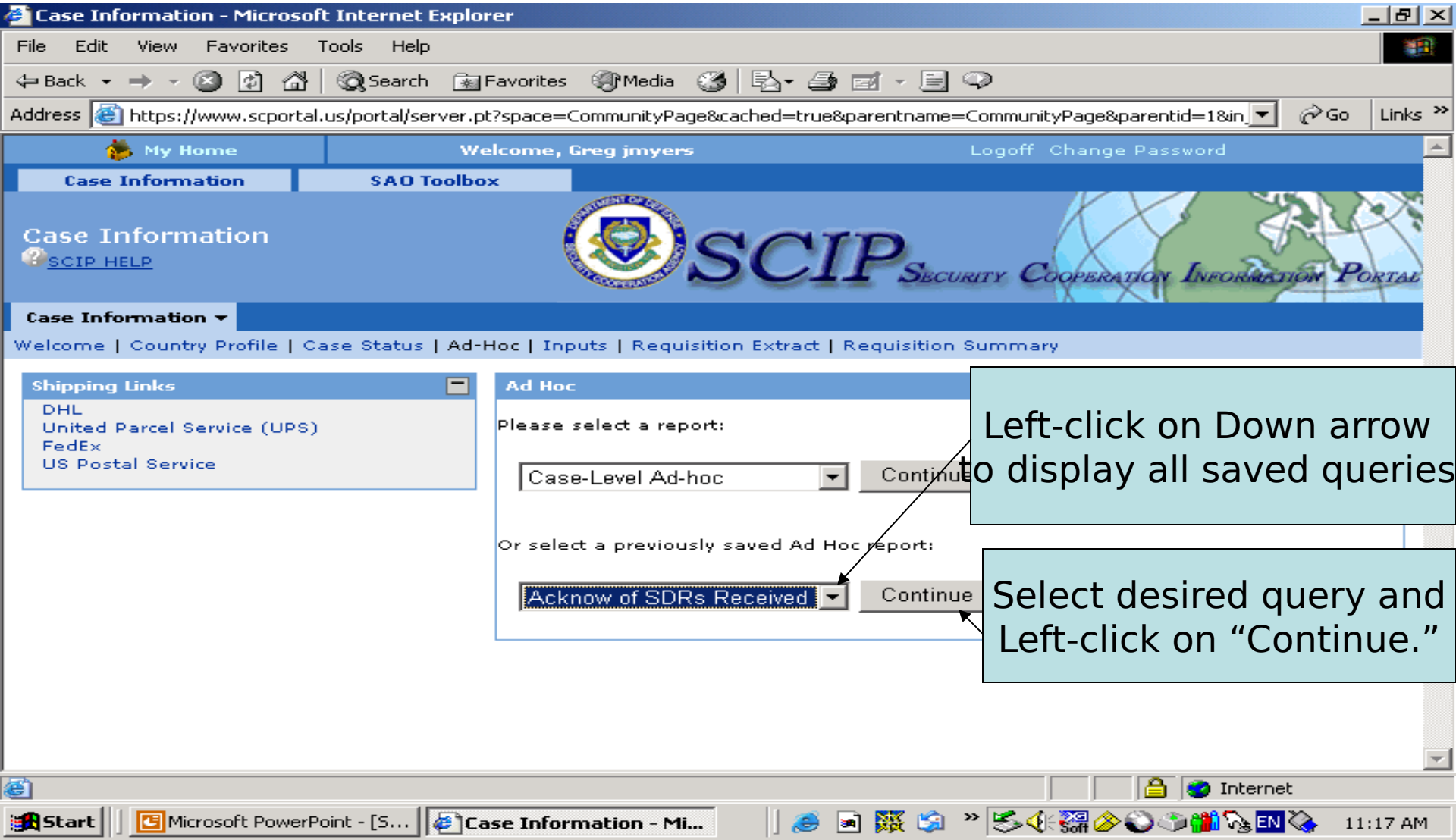
Saved Query Confirmation Screen



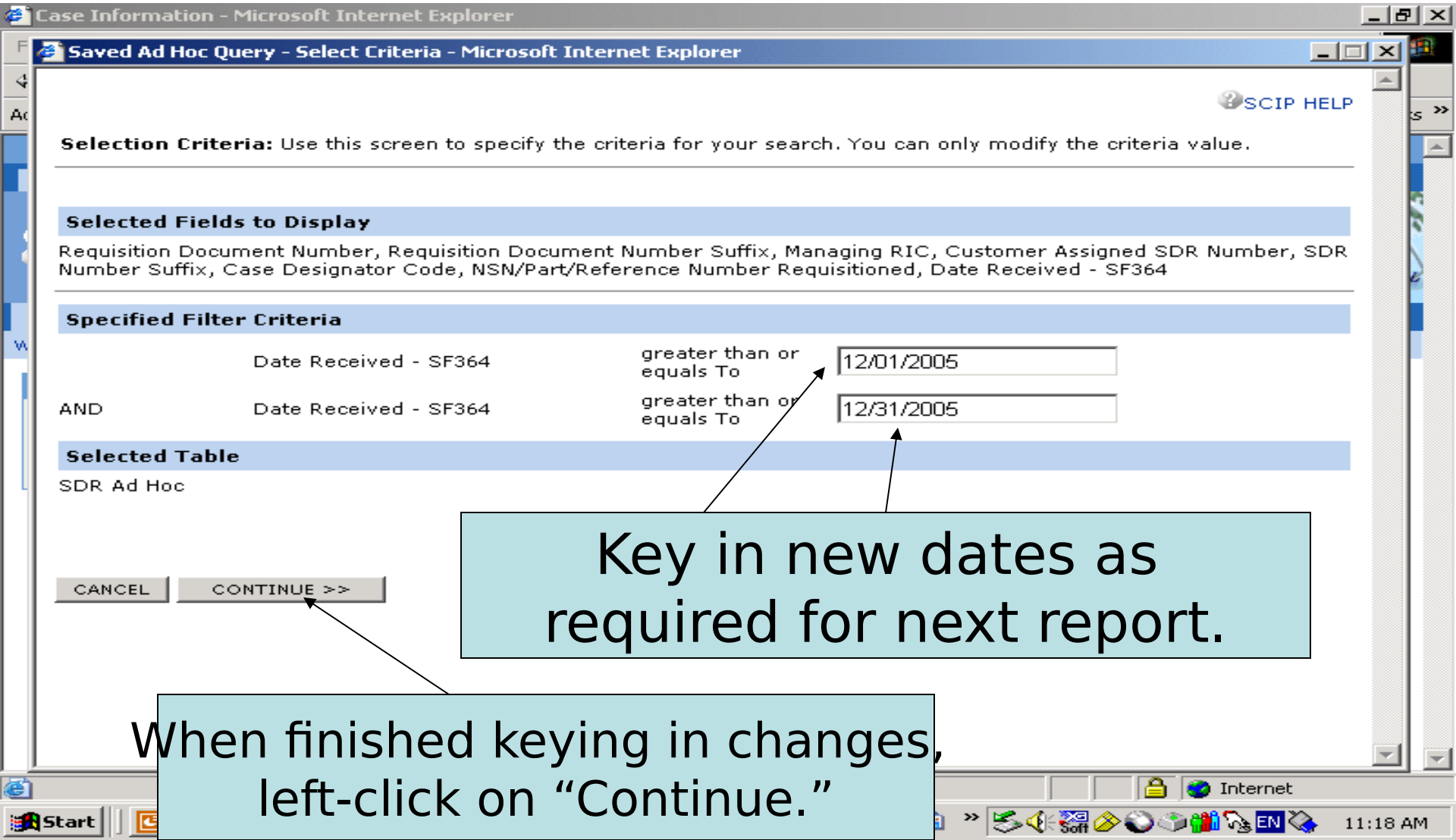
Save to MS EXCEL


Ad Hoc Query - View Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
Save Ad Hoc Query
Convert to MS Excel
SCIP HELP
File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: report.jsp
File type: Microsoft Excel Worksheet
From: www.scportal.us
This type of file could harm your computer if it contains malicious code.
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file
Filter Criteria: Display Custo
Number, Requisition Docume
Code, Priority, Required Avail
Shipment, Routing Identifier
Custom
Code, Requisition Document
uantity, Line Item, Project
Current Status Date, Date of
Extended Price sorted by
Code
CSD:
IA:
Case:
Reg Doc Nu
AD/RDD:
Est Ship Dt
Cur Stat Cd:
B - Army
B - Army
D -
Left Click on “Open” to open and work with data in EXCEL Format
Click on “Save” to save data to EXCEL file
11:52 AM

Accessing Saved Queries



Modifying Saved Queries


Case Information - Microsoft Internet Explorer
Saved Ad Hoc Query - Select Criteria - Microsoft Internet Explorer
SCIP HELP
Selection Criteria: Use this screen to specify the criteria for your search. You can only modify the criteria value.
Selected Fields to Display
Requisition Document Number, Requisition Document Number Suffix, Managing RIC, Customer Assigned SDR Number, SDR Number Suffix, Case Designator Code, NSN/Part/Reference Number Requisitioned, Date Received - SF364
Specified Filter Criteria
Date Received - SF364
greater than or equals To
12/01/2005
AND
Date Received - SF364
greater than or equals To
12/31/2005
Selected Table
SDR Ad Hoc
CANCEL
CONTINUE >>
Key in new dates as required for next report.
When finished keying in changes, left-click on “Continue.”
Internet
Start
11:18 AM